

GLOSSARY

Academic Library: A library established and maintained by a junior college, tribal college, community college, four-year college, or university organized and administered to meet the needs of its students, faculty, staff, and others by agreement.

Access: The availability of library and information services to any potential user. In a larger sense, the ability to reach sources of information through a library and its cooperative links to the total world of information resources. Access is complicated by such things as architectural barriers, illiteracy, and inadequate physical plants.

Accredited Library School: A school teaching library and information science at the master's degree level that has qualified for accreditation under requirements of the American Library Association.

Acquisition: Selecting and acquiring books, periodicals, and other materials by purchase, exchange, and gift.

Activity: In the planning process, the means used to accomplish an objective.

ADA: Americans with Disabilities Act.

Affirmative Action: The policy of promoting equal employment opportunity through methods of recruitment, training, and promotion.

ALA: American Library Association.

ALTA: American Library Trustees Association.

Audiovisual: Materials which rely on a device for transmission, reproduction, or enlargement to be used effectively, such as videos, tapes, compact disks, or any other non-print materials.

Automation: Application of computers and other technology to library operations and services.

Bar Code: A unique identifier attached to an item, record, and bibliographic record in an automated online catalog.

BCR: Bibliographic Center for Research. A library cooperative that offers discounted services on supplies, information resources, and other library services to its members.

Bibliographic Database: A computer database containing records representing documents or bibliographic items.

Bibliographic Utility: An organization that maintains online bibliographic databases, enabling it to offer computer-based support to any interested users, including library network participants. A bibliographic utility maintains components of the library network data and provides a standard interface through which bibliographic service centers and individual library network participants may gain access to the nationwide network.

Bibliography: A complete or selected list of print or nonprint materials on a particular subject or by a particular author.

Board of Trustees: The governing board of a public library.

Bond: Usually refers to a long-term debt, a written promise to pay a specified amount of money on a specified date in the future, with periodic interest payments. Bonds are normally used to finance large capital projects, such as new or remodeled buildings.

Bookmobile: Usually a van, bus, or station wagon filled with a collection of library materials that are used in areas where there are no libraries or limited library facilities.

Branch Library: An auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule, under the administration of the central library.

Call Number: Letters and numbers indicating the location of a book or other materials usually composed of the classification number and the first initial(s) of the author's last name.

Capital Projects: Projects, which purchase or construct capital assets (that is, property that has a useful life that extends for several years). Typically, a capital project involves a purchase of land and/or the construction of a building.

Catalog: A listing of books, periodicals, maps, etc., arranged in a definite order and serving as a guide to the material found in the library. Common formats include card, book, microform, or online.

Cataloging: The process of describing an item in the collection and assigning a call number so that the item can be located in the catalog or on the shelf.

CD-ROM: Compact Disk-Read Only Memory; a sealed disk for storage of large quantities of data; cannot be changed by the user.

Censorship: The removal of material from open access by any governing authority or its representatives (boards of trustees, library directors, boards of education, principals, etc.).

CE: Continuing education.

CEU: Continuing Education Unit. A term applied to adult education.

Challenge: A formal written complaint filed with the library questioning the presence and/or appropriateness of specific material.

Circulation: The activity of a library in lending books and other materials to borrowers and keeping a record of such loans.

Classification: A systematic scheme for the arrangement of books and other material according to subject or form. The two most common systems in use in the United States are the Dewey Decimal and the Library of Congress classification systems.

Collection: A group of library materials having a common characteristic, such as Juvenile Collection, Reference Collection, Pamphlet Collection, etc. This term may also refer to the library's entire holdings.

Collection Management: A term encompassing the numerous activities related to the development of a library's collection including the determination and coordination of selection policy, assessment of the needs of users and potential users, collection use studies, collection evaluation and maintenance, weeding, etc. This is a dynamic and ongoing process guided by policies reflecting existing and potential library/community interaction.

Complaint: In intellectual freedom cases, an oral charge against the presence and/or appropriateness of material in the collection. Complainants are usually requested to file a written form, such as the citizen's request for reconsideration or some similar form.

Consortium: A formal or informal association of libraries or other organizations having the same or interrelated objectives.

Continuing Education: Opportunities provided personnel for personal improvement and growth in their profession.

Cooperative Acquisitions: A policy adopted by two or more libraries by which library materials purchased by one library are used by another, thereby avoiding the duplicate purchase of certain expensive or specialized materials.

Cooperative Cataloging: A policy adopted by two or more libraries by which catalog information produced by one library is used by another.

COSLA: Chief Officers of State Library Agencies. A professional association composed of all state librarians.

Database: Files of bibliographic or other information.

Deposit Collection: A location where library materials may be placed for the use of a special group not otherwise regularly served by a library. Such locations may include nursing homes, hospitals, post offices in rural areas, and so on.

Discard: An item officially withdrawn from the library collection because it is no longer needed or is unfit for use (see also weeding).

Electronic Mail [E-mail]: The sending of messages from one location to another using computers and electronic communications channels.

ESEA: Elementary and Secondary Education Act.

FSCS: Federal-State Cooperative System for Public Library Data. Collects annual public library statistics from each state. Supported by the U.S. National Commission on Libraries and Information Science and the National Center for Education Statistics.

Federations: Six regional associations of libraries in Montana. Established by the Commission and funded through state dollars. Administered by a federation coordinator. Offers continuing education, and networking opportunities to member libraries.

FOLUSA: Friends of Libraries-USA

Friends of the Library: Groups who organize officially to assist and promote the library.

FTE: Full-time equivalent. A measure used in personnel work to indicate full-time equivalency, for example, the number of full-time workers who would be employed if all part-time positions were added together.

FY: Indicates fiscal year.

General Obligation Bonds: Bonds, which are to be repaid from taxes and other general revenue.

Goal: In planning, a broad and unspecific general statement of a desired or future condition which flows from the mission statement.

Hardware: The physical equipment in a computing system.

HEA: Higher Education Act.

Holdings: All materials owned by a library.

Home Page: A document on the Internet that is maintained for Internet users to look at. If you are reading and browsing the Web, the home page is the Web page that loads when you start your browser. If you are a provider of information on the

Web, your home page is the entry point to the pages you have provided.

Hypertext: The ability to laterally go from one document to another through a direct link based on keywords or phrases which have been dynamically connected via some type of interface.

ILL: Interlibrary loan.

IMLS: Institute of Museum and Library Services. The federal agency that distributes federal funds to libraries, including the state grant to state libraries.

Input Measure: A measurement of the library's resources such as staffing, materials, funding, etc.

Institutional Library: A library within a prison, hospital, rehabilitation center, or similar institution serving the library needs of its residents and staff.

Intellectual Freedom: The right of any person to free expression and free access to ideas.

Interlibrary Cooperation: Two or more libraries agree to share library materials, staff, or facilities in an attempt to improve each individual library's services.

Interlibrary Loan (ILL): The transaction in which library materials are loaned from one library to another library for the use of a patron.

Internet: International network of networks infrastructure = wide and local area networks, connected via telecommunication providers.

ISBN: International Standard Book Number. A unique numerical identifier for each book or monograph publication.

ISSN: International Standard Serial Number. A unique numerical identifier for each serial publication.

J: Juvenile collection.

Jobber: A company that sells products from many producers and publishers.

LAN: Local Area Network (computers connected, sharing devices like printers, CD-ROM Drives, etc.)

LC: Library of Congress.

LCCN: Library of Congress cataloging number.

LDD: Library Development Division. A division of MSL devoted to promoting the improvement of library services in Montana.

Library Board: See Board of Trustees.

Library Services and Technology Act (LSTA): A federal program which provides funds to states to extend and improve library services to areas without such services or with inadequate services; to make library services more accessible to persons who, by reason of distance, residence, language, physical disability, or other disadvantage, are unable to receive the benefits of library services regularly made available to the public; and to enhance information resources and technology.

LJ: Library Journal, a trade publication for all interested in libraries.

LSTA: See Library Services and Technology Act.

MARC: Machine Readable Cataloging. A standard format for computer data about library materials, originated by the Library of Congress.

Master's Degree in Library Science (MS, MA, MLS, MSLS): Advanced degrees in library science.

METNET: Montana Educational Telecommunications Network.

Microfiche: Single sheets, ranging in size from 3x5 to 8x6 inches, containing many micro-images arranged in a grid. "Fiche" means "card" in French.

Microfilm: A collective term for various formats in which materials are reproduced in smaller size by microphotography. Requires a special reader to enlarge for use or a reader-printer for making a paper copy.

Mission Statement: In planning, a statement declaring the library's purpose for existence and its service priorities.

MLA: Montana Library Association.

MLN: Montana Library Network. An MSL program, funded through LSTA funds, to advance the provision of information to Montana citizens.

MLS: Master's degree in library science.

MPLA: The Mountain Plains Library Association

MSC: Montana Shared Catalog. A cooperative program among multiple libraries to share and support one single catalog and circulation system for its members. Supported by MLN through the use of LSTA funds.

Multitype Library Cooperation: A means of mobilizing total library resources to meet the needs of the user without regard to the type of library involved and without

classifying the user as a public, school, academic, or special library patron. The goal is to help all library users make more effective use of all library resources, and services related to education, work, and recreation needs.

NCLIS: National Commission on Libraries and Information Science, headquartered in Washington, D.C.

NEH: National Endowment for the Humanities.

NLS: National Library Service for the Blind and Physically Handicapped, a division of the Library of Congress.

Nonresident: A person who does not reside within the political unit which supports the library; a non-resident card is usually issued to such people who wish to use the library. Obtaining the card may involve payment of a fee.

Objective: In planning, a statement describing a single, specific measurable result to be achieved within a specified time period in order to move closer to achieving a goal.

OCLC: Online Computer Library Center. The first and largest of the online bibliographic utilities. It began as a shared cataloging system, maintaining a common database.

Online Retrieval: The use by patron or library staff of a computer terminal for obtaining information directly from a computer database.

Online System: A system by which the terminals and other data collection and displaying devices are connected directly to the computer, enabling immediate and constant access to the database.

OPI: Office of Public Instruction.

Output Measure: A measure, which assesses a common public library service such as circulation or reference transactions.

Outreach: Programs and activities that extend beyond the library building. Examples include service to nursing homes, bookmobile service and books-by-mail service to the geographically remote, and service to the homebound.

PAC: Public Access Catalog, a user-friendly terminal, either touch or keyboard, which permits patron access to an electronic catalog.

Page: A library assistant who shelves books and does other routine work.

Patron: A library user.

PC: Personal computer.

Periodical: A magazine, newspaper, or other material issued at intervals. Each issue is numbered consecutively and/or dated.

PLA: Public Library Association, part of ALA.

PM: Project Manager; the person who submits as proposal and is the point of contract for the recipient's activities.

PNLA: Pacific Northwest Library Association, a regional organization.

Policy: A written statement passed by formal motion of the board of trustees, which gives general guidelines for making decisions in the administration of the library.

Processing: Preparing books and other materials for use by the public. May include cataloging, providing book cards and book covers, etc.

Public Relations: The promotion of good will and rapport.

Public Library: A library supported mainly by local taxes and open to all users.

Realia: Animals, art objects, games, paintings, toys, and similar items circulated by some libraries.

Reciprocal Borrowing: An arrangement among libraries or among political subdivisions, which makes it possible for a person registered at one library to borrow materials from another library in person.

Reference Collection: Library holdings that provide research information, factual and statistical data, and bibliographic verification sources not available for general loan, e.g., indexes and abstracts, dictionaries, yearbooks, statistical compendia, union catalogs, bibliographies, and directories.

Reference Service: A library's activity in seeking to locate and supply specific information requested by library users and in assisting patrons to use the resources of the library.

Resource Sharing: An activity between or among libraries that results in the users of one library accessing the materials of another library.

RFP: A request for proposal.

Role: A shorthand profile of what a library is trying to do, whom the library is trying to serve and what resources the library needs to achieve these ends.

Serials: Publications that are issued regularly in sequence, such as magazines, journals, and newsletters. These publications carry serial numbers indicating volume and issue number.

Software: The programs required in order for the computer to produce desired results.

Special Library: A library which serves a special purpose or clientele, maintained by an association, government service, research institution, learned society, professional association, museum, business firm, industrial enterprise, Chamber of Commerce, or other organized group, the greater part of whose collection is in a specific field or subject.

Standards for Libraries: Guidelines or criteria developed at state and national levels suggesting or requiring certain minimal standards deemed essential for proper operations of libraries.

State Plan: A long-range plan for library programs that must be submitted by a state before it can receive federal grants under the Library Services and Technology Act.

Talking Book: A book, which has been recorded, on record or tape, for use by blind or physically handicapped persons.

TBL: Talking Book Library. A division of MSL that provides readers services and recorded books to Montana citizens with vision and physical disabilities.

TDD: Telecommunications Device for the Deaf.

Technical Services: Those services connected with purchasing, cataloging, binding, and preparing for library use materials added to a collection, and maintaining the collection with necessary repairs and renovation of all library materials.

Telecommunications: Transmission and reception of data by electromagnetic means.

Union Catalog: A catalog listing the holdings of two or more libraries, generally established through cooperative effort; used especially for interlibrary loans.

Vendor: A commercial or institutional distributor of products, a book wholesaler, or an owner of a computer database to which a library may subscribe.

WAN: Wide Area Network (LAN computer networks connected together over larger geographic areas.

Web: See World Wide Web

Weeding: The selecting of library materials from the collection to be discarded or transferred to storage, based on standards of use, currency, and community needs.

Western Council of State Librarians: A professional association composed of the state librarians west of the Mississippi's.

WHCLIS: White House Conferences on Libraries and Information Services, held in 1979 and 1991.

WICHE: Western Interstate Commission for Higher Education.

WLN: An interlibrary loan and computer network offering a variety of automated library services through four systems: bibliographic, acquisitions/accounting, circulation, and serials control. A user can determine cataloging information as well as the location of a book for interlibrary loan purposes. WLN has member libraries from the states of Washington, Idaho, Montana, Oregon, and Alaska and has opened membership to libraries of other states.

World Wide Web (WWW): An Internet navigational tool initially developed at CERN, the European Particle Physics Laboratory in Geneva, Switzerland. It is an effort to organize information on the Internet plus local information into a set of hypertext documents. A person navigates the network by moving from one document to another via a set of hypertext links.

WWW: See World Wide Web.

YA: Refers to young adults, that is, young people roughly between the ages of 12 and 21 (definition may vary from library to library).